

CAREER OPPORTUNITY

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FI\$Cal Project	RELEASE DATE:	12/16/08
CLASSIFICATION:	Staff Services Manager I/Associate Governmental Program Analyst /Business Service Officer II (Spec) /Management Services Tech. 4 positions	FINAL FILING DATE:	Until Filled
TIME BASE: CBID:	Permanent/Full Time S-01: SSM I R-01: All other positions	POSITION NUMBER(S):	333-601-4800-001 (1.2.1.5) 333-601-5393-701 (1.2.1.5.1) 333-601-4970-001 (1.2.1.5.2) 333-601-5278-001 (1.2.1.5.3)
SALARY RANGE:	SSM I \$5,079-\$6,127/Month AGPA \$4,400-\$5,348/Month BSO II \$4,009-\$4,874/Month MST \$2,495-\$3,426/Month	TEAM(S):	Vendor Management Team, Other Procurements & Contracts Section

DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to do something to make a real difference? Are you ready for a rewarding career with opportunities for growth? Join the Team responsible for changing the financial management of the State of California! The Financial Information System for California (FI\$Cal) is an historic partnership of the Department of Finance, State Treasurer, State Controller and the Department of General Services (the Partners) – its goal is to transform existing budgeting, accounting and procurement systems to optimize the financial business management of the state. The emphasis at FI\$Cal is on the "team" – we value the opinions, experience and contributions of our Team members and partners. Once implemented, this vital Project will allow the state to operate as a single enterprise for the first time in history. Is this a typical Project with a typical job description? Absolutely not! It *is* a typical job description for the FI\$Cal Project. With your passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring Enterprise Resource Planning tools and statewide process improvement to the State of California. You may be asked to make sacrifices; however, the rewards of making such a monumental change in the way the state conducts its financial business will make those sacrifices worthwhile. See the FI\$Cal web site (www.fiscal.ca.gov) for more information about this exciting organization.

FI\$Cal Project positions may qualify for annual retention bonuses, based on criteria established by the Department of Personnel Administration.

THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;
- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

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DUTIES: There are 4 positions in the Vendor Management Team, Other Procurements & Contracts Section with increasing responsibility corresponding to the classification.

- The Staff Services Manager I (SSM I) plans, organizes and directs the activities for managing the complex procurement and contractual operations of the Fi\$Cal Project which includes contract management, procurement, asset/property management, forms/records and document management. The incumbent must possess an in-depth knowledge of a variety of contract and business services processes and functions and have the demonstrated ability to establish support linkages with the Project Management and staff; effective communication channels with the DGS Office of Legal Services, the Department of Technology Services and vendors.
- The Associate Governmental Program Analyst (AGPA) independently performs the more difficult technical and analytical work related to the State contracting process including coordinating all phases of the processes for establishing Standard and Interagency Agreements and transactions utilizing the state contracting policy and procedures relating to Non-IT and IT Goods and Services. The incumbent should have working knowledge and experience with:
 1. Gathering procurement data, developing procurement desk procedures, preparing, and processing contract documents, purchase orders and estimates for IT and Non IT goods and services.
 2. Determining appropriate procurement methods and independently reviewing the more complex bid documents.
 3. Working closely with vendors who provide products or services to the State; independently interviewing vendors to determine if their products meet Project requirements; investigating and resolving the more complex vendor issues and taking necessary action to arrange for adjustments on incorrect, damaged, or substandard items or deliverables.
- The Business Service Officer II (Spec) (BSO II) performs the less complex technical and analytical work related to the State contracting process coordinating all phases of the processes for establishing Standard and Interagency Agreements and transactions utilizing the state contracting policy and procedures relating to Non-IT and IT Goods and Services. The incumbent must have a working knowledge and experience with the preparation and processing of the less difficult and complex technical and analytical tasks relating to the acquisition and contracting for a mix of IT and Non IT goods and services.
- The Management Services Technician (MST) processes less complex procurements and contracts. Tasks for this position include maintaining contract and procurement records, memorandums, letters and other documents and the performance of less complex gathering and analysis of procurement/contract information. The incumbent should have a working knowledge of standard office equipment, copier machines, personal computer and applications - MS Office (Word, and Excel).

DESIRABLE QUALIFICATIONS:

- Knowledge of project management software.

WHO MAY APPLY: Current State employees at the Staff Services Manager I, Associate Governmental Program Analyst, Business Service Officer II (Spec) and Management Services Technician levels, those within transfer range, or individuals who have list eligibility. Position(s) may be downgraded for recruitment purposes. Specific duties will be scaled for the appropriate classification level. Training and Development Assignments and TAU's may be considered. In Section 12 of the State Application (STD 678), indicate the basis and proof of your eligibility (i.e. list, transfer, reinstatement, etc.). Appointment may be subject to SROA/surplus restrictions.

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THIS RECRUITMENT MAY BE USED TO FILL MULTIPLE POSITIONS. IF THERE IS MORE THAN ONE POSITION LISTED ABOVE IN "DUTIES", PLEASE INDICATE IN THE JOB TITLE SECTION OF THE STATE APPLICATION THE SPECIFIC POSITION(S) IN WHICH YOU ARE INTERESTED. YOU MAY ALSO LIST ANY OTHER FI\$Cal VACANCIES WITHIN THESE CLASSIFICATIONS THAT ARE NOT A PART OF THIS RECRUITMENT FOR WHICH YOU ARE INTERESTED.

LOCATION OF WORK: Positions are headquartered at the FI\$Cal Project which is currently located within the Department of Finance's offices at 915 L Street, Sacramento. However, the Project will be relocating to a new facility along the Highway 50 corridor in the Rancho Cordova area in the near future. *It is anticipated that there will be free parking at the new site.*

SEND APPLICATION AND RESUME TO:

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FI\$Cal Project
915 L Street, Suite 1190
Sacramento, CA 95814

Telephone (916) 445-8918

TDD*: (916) 324-6547

E-mail: fiscal@dof.ca.gov

ADDITIONAL INFORMATION: For general information about the FI\$Cal Project, visit:

<http://www.fiscal.ca.gov>

Please e-mail requests for specific information regarding this recruitment or other FI\$Cal vacancies to:
fiscal@dof.ca.gov

APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL RULES.

This position may be excluded.

Pursuant to Government Code 11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1977. The Finance Privacy Policy is posted on the Department's website at www.dof.ca.gov.

California relay (telephone) service for the deaf and hearing impaired
From TDD* phones: (800) 735-2929 From Voice phones: (800) 735-2922

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